

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-29

Date: October 8, 1998
Expiration Date: 6/30/99
69:45:va

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: E-MAIL NOTIFICATION SYSTEM

The Job Training Partnership Division (JTPD) recently completed implementation of our Internet web site (<http://www.edd.cahwnet.gov/emptran.htm>). The web site contains all information bulletins, directives, and disaster alerts as well as other resource information. We are also establishing an e-mail notification system to streamline our communication systems with Service Delivery Areas (SDA), Private Industry Councils (PIC), JTPD Program Operators, and the Employment Development Department (EDD) Job Service Offices, as described in Information Bulletin B97-65, dated November 27, 1997.

Although JTPD collected SDA administrator e-mail addresses in B97-65, we are updating this information and expanding the project to include PICs, JTPD Program Operators, and EDD Job Service Offices. The first phase includes sending e-mail notification to SDAs, PICs, and EDD Job Service Offices as new information bulletins, directives, and disaster alerts are published on the Internet. The e-mail message will contain the document number, subject line, and date of the document. The EDD Job Service Office Managers will be notified through their e-mail system. Distribution of hard copy information bulletins and disaster alerts will cease when the e-mail system is fully functioning. However, SDAs and PICs will continue to receive one copy of directives in addition to an e-mail notification. The new system for SDAs, PICs, and JTPD Program Operators will be implemented in the following stages:

Item	Projected Completion Date
1. Compile and test e-mail addresses of SDAs, PIC Chairpersons, and JTPD Program Operators.	November 30, 1998
2. Conduct 30 day test period. The SDAs, PICs, and JTPD Program Operators will receive e-mail notice and hard copies of publications.	December 31, 1998
3. Cease hard copy and fax distribution of information bulletins and disaster alerts. Reduce hard copy of directives to one per entity.	January 1, 1999

To assist with disseminating information at the local level, each SDA will have two e-mail addresses: one for the administrator, and one for the SDA staff member responsible for distributing information within the SDA. The PIC Chairperson and the JTPD Program Operators will have one e-mail address.

Attached is a form to collect information for the e-mail address system. Please complete this form and fax it to JTPD: Attn: Cindi Tindall at (916) 654-9586 or e-mail the [JTPD Library](#) by October 19, 1998. Please be sure to include your entire e-mail address (example: Ctindall@edd.ca.gov). If you do not have access to the Internet or an e-mail address, please complete the "Internet Access" portion of the form and return it to JTPD.

If you have any questions, please contact Cindi Tindall at ctindall@edd.ca.gov or (916) 654-9767.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

